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Attention:

Contract Administrator

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Dear Sir:

With reference to your letter of 11 August 1959, the following information should serve as a guide in the preparation of reports, manuals, drawings, and other similar data. This information should be given to your appropriate technical personnel to guide them in the preparation of the above mentioned work.

Manuals and final reports shall be printed on 8½" x 11" paper, one side only, and suitably bound in a stapled or stitched binding commensurate with your practice in such matters. Although 'hard' covers are not required, the cover should be of such a quality that they will withstand the normally rough treatment given to documents subject to routing and much reading. The name of your company shall not appear in any place in manuals or final reports with the exception of identifying code numbers meaningful only to your company and in addition, when references are required for clarity, and if these references contain the name of your company or any of your employees, these references shall be listed on a separate sheet to be included as a part of the manual or final report, this sheet to be removable in the sense that its removal will not hinder the meaning of the remainder of the document.

Technical progress reports may be mimeographed on 8½" x 11" white paper, one side only. The heading of each separate progress report covering a different project shall indicate the period covered by the report and the title of the project. The report shall contain information as to the purpose, personnel, status, and future plans of the project, and in addition, any other information deemed necessary by your project engineers for our proper understanding of the reporting period's activities. These reports need not be bound.

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Manufacturing drawings shall all be made on 24" x 36" paper with blank title blocks. Suitable identification shall be supplied in the title block to identify the part of assembly shown on the drawing. The name of the contractor shall not appear at any place on the title block or drawing. Reproducible drawings shall be made on good quality tracing paper. Non-reproducible drawings may be produced by any process capable of supplying durable non-fading prints. It is desirable that no more than one drawing appear per sheet. In the event that 24" x 36" blank title block paper is not available in your company, the government will, at your request, supply your company with a suitable quantity of paper of this type for the completion of the task.

No reports, manuals, or drawings will be classified unless specifically directed by the contracting agency or its representative. The cover letters used when submitting the reports, manuals, or drawings, however, shall be classified SECRET as has been the practice in the past.

In the event that more information is desired, do not hesitate to contact the writer at the above address.

Very truly yours,

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OC-E/R+D-EP/JHB:mjr (17 Sept. 59)
cc: R+D Subject File
TSS/APD
EP Gono

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SECRET

11 August 1959

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(IN TRIPLICATE)

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Attention:

Contracting Officer

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Subject: Contract No. 605
Task Order No. 8
Antenna-Filter-Detector Assembly
Technical Report Information
Request for

Gentlemen:

Pursuant to the terms of the subject task order, technical progress reports, a final report, manuals, drawings and other similar data as may be required thereunder, shall be submitted at such times and in such format as may be specified by the technical representative of the Contracting Officer or may be as otherwise set forth in the "Scope of Work" article of the schedule. The scope of work article does not set forth a format for the above reports, manuals, drawings and other similar data.

The contractor therefore requests information concerning the format against which the above reports and data shall be written and published.

In the event further information is required concerning the above request, do not hesitate to contact the writer.

Very truly yours,

Contract Administrator
NKG:js

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THIS DOCUMENT CONTAINS INFORMATION AFFECTING THE NATIONAL DEFENSE OF THE UNITED STATES WITHIN THE MEANING OF THE ESPIONAGE LAWS, TITLE 18, U. S. C., SECTIONS 793 AND 794. ITS TRANSMISSION OR THE REVELATION OF ITS CONTENTS IN ANY MANNER TO AN UNAUTHORIZED PERSON IS PROHIBITED BY LAW.